

FILING A DOCUMENT - ANSWER TO A COMPLAINT

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney Robert Louis Stevenson.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

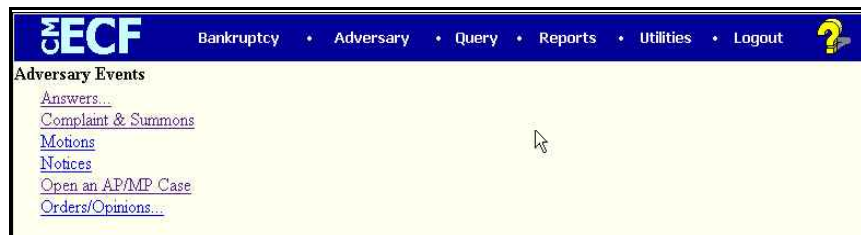


Figure 2

- ◆ Click on the Answers... hyperlink.

STEP 3 The next screen lists two menu selections for Answers. (See Figure 3.)

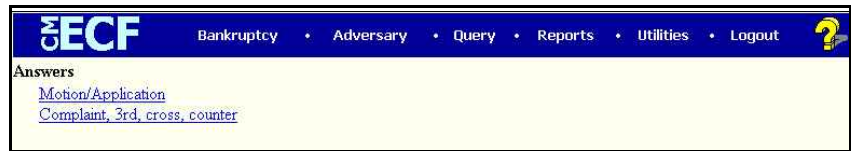


Figure 3

- ◆ Click on Complaint, 3rd, cross, counter.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

[NOTE: *If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.]*

STEP 4 The **CASE NUMBER** screen displays. (See Figure 4). The system will display the number of the last case you accessed in this session.

A screenshot of the ECF 'Answer a Complaint' screen. The top navigation bar is blue with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text 'Answer a Complaint' is displayed. Underneath, there is a 'Case Number' label and a text input field. The input field contains the text '00-1222'. To the right of the input field, there is a hint: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field, there are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- ◆ Click **[Next]**.

STEP 5

The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

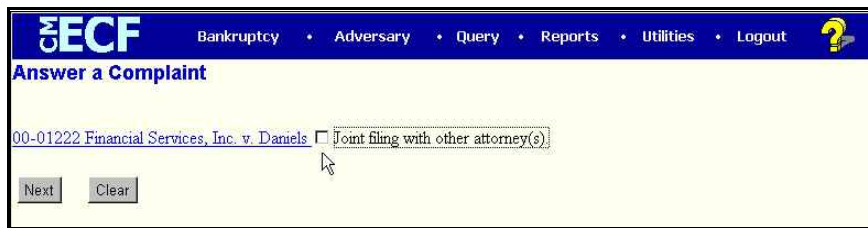


Figure 5

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If the information is correct, click **[Next]**.

STEP 6

The **SELECT PARTY** screen then displays all of the parties in the case. (See Figure 6.)

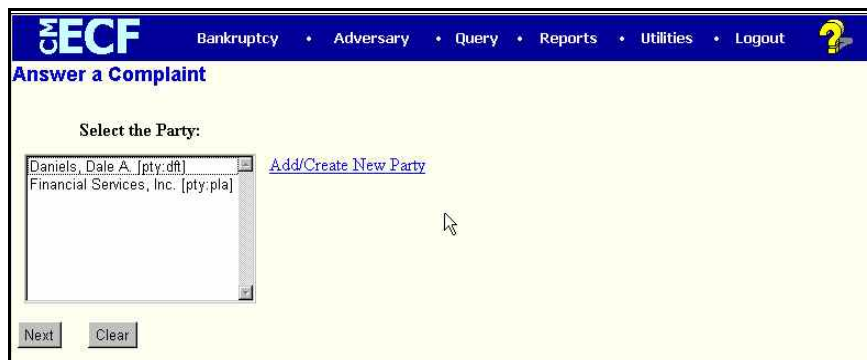


Figure 6

- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 7.)

The screenshot shows the ECF 'Answer a Complaint' screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has the title 'Answer a Complaint' and a message: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this is a checkbox next to the text 'Daniels, Dale(pty:df) represented by Stevenson, Robert (aty)'. At the bottom are 'Next' and 'Clear' buttons.

Figure 7

- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link. Click in the check box, then click [Next].

STEP 8 The Complaint screen displays next. (See Figure 8.)

The screenshot shows the ECF 'Answer a Complaint' screen with a table of docket entries. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has the title 'Answer a Complaint'. Below the title is a table with columns: Include, Date, #, and Docket Text. The table contains two rows of docket entries. Each row has a checkbox in the 'Include' column. At the bottom are 'Next' and 'Clear' buttons.

Include	Date	#	Docket Text
<input type="checkbox"/>	09/01/2000	1	Complaint by Financial Services, Inc. against Dale A. Daniels. Receipt Number CC, Fee Amount \$150. (Ledford, Kerry) (Entered: 01/25/2001)
<input type="checkbox"/>	09/02/2000	3	Summons Service Executed on Dale A. Daniels 9/2/2000. (Ledford, Kerry) (Entered: 01/25/2001)

Figure 8

- ◆ This screen shows the complaint (and other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint, then click [Next].

STEP 9 The **PDF DOCUMENT** screen will then be presented. (See Figure 9a.)

The screenshot shows the ECF 'Answer a Complaint' screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has the title 'Answer a Complaint'. Below the title is a message: 'Select the pdf document (for example: CA199cv501-21.pdf)'. There is a text field labeled 'Filename' and a 'Browse...' button. Below this is a checkbox labeled 'Attachments to Document:' with radio buttons for 'No' and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

Figure 9a

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

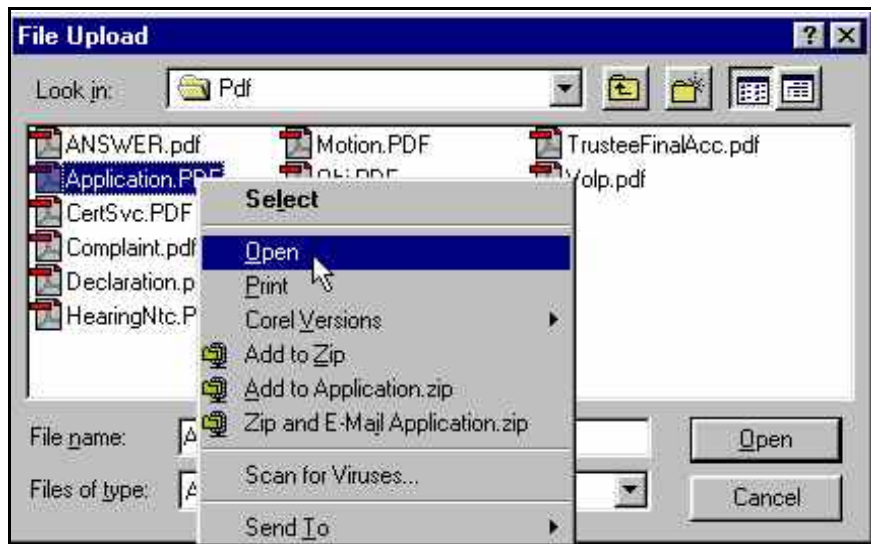


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 9c.)

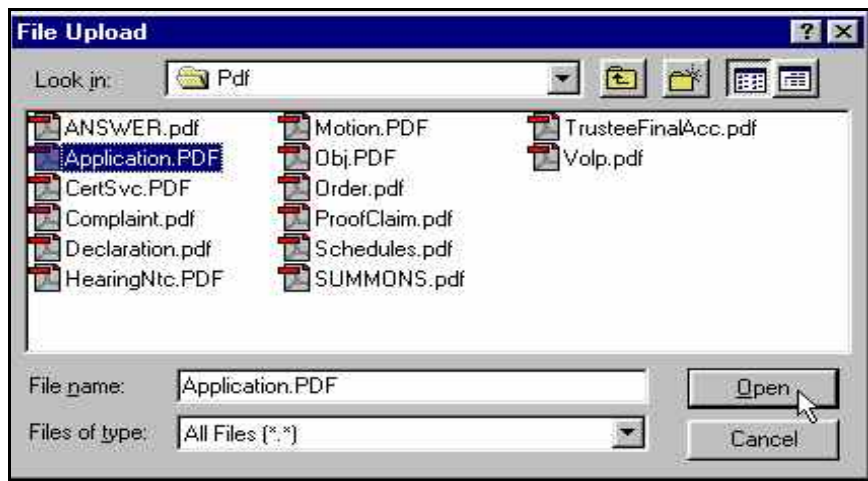


Figure 9c

- The system will enter the path and name of the PDF document selected into the Filename field of Figure 9a. Click **[Next]**.

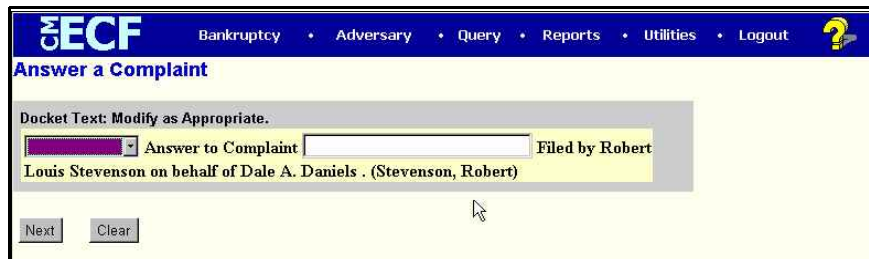
STEP 10 The next screen provides secondary complaints to be addressed. (See Figure 10.) This screen provides the option of combining the answer with another claim.

Figure 10

- ◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Next]** to continue.
- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.

[NOTE: *If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.]*

STEP 11 The **FINAL TEXT EDITING** screen displays. (See Figure 11.)

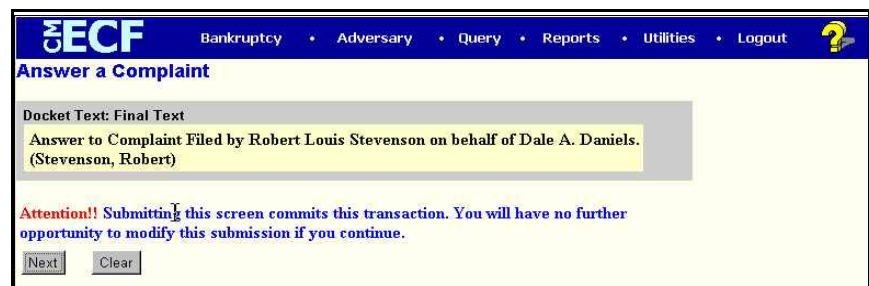


The screenshot shows the ECF (Electronic Case Filing) interface for 'Answer a Complaint'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Answer a Complaint'. Below this, a section titled 'Docket Text: Modify as Appropriate.' contains a text input field with 'Answer to Complaint' and a dropdown menu. Below the input field, the text 'Louis Stevenson on behalf of Dale A. Daniels . (Stevenson, Robert)' is displayed. To the right of this text is a label 'Filed by Robert'. At the bottom of the section are 'Next' and 'Clear' buttons.

Figure 11

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)



The screenshot shows the ECF (Electronic Case Filing) interface for 'Answer a Complaint'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Answer a Complaint'. Below this, a section titled 'Docket Text: Final Text' contains the text 'Answer to Complaint Filed by Robert Louis Stevenson on behalf of Dale A. Daniels. (Stevenson, Robert)'. Below this text is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the section are 'Next' and 'Clear' buttons.

Figure 12

- ◆ If the event is correct, click **[Next]** to continue.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13.)



Figure 13

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by this defendant.
- ◆ Clicking on the case number hyperlink, [00-01222](#), will display the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.